



## General Information on Demolitions of Historic and Older Structures

There are several requirements involved with permitting demolition of historic and older structures depending on the location, age, and historic status of the subject property.

### **Properties in Local Historic Preservation Zones (HPZ) or the downtown Rio Nuevo Area (RNA):**

Demolitions of contributing and non-contributing structures located in local Historic Preservation Zones (i.e. Armory Park, Barrio Viejo, El Presidio, West University, and Fort Lowell) are subject to a *Full* HPZ review process. This process requires a comprehensive review involving the City of Tucson Historic Preservation Office, the associated Neighborhood Historic Zone Advisory Board, and the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council. Demolitions in local HPZs require an on-site pre-submittal meeting with the owner / applicant to review plans and to document the status of the structure(s) proposed for demolition. Demolition of a historic structure (listed, or eligible for listing, in the National Register of Historic Places in the downtown RNA requires review by the Tucson-Pima County Historical Commission Plans Review Subcommittee, and approval by the Mayor and Council.

Please note that the owner / applicant may be subject to penalties (refer to UDC 5.8.7 Article 9) if full or partial demolitions occur before the required City of Tucson review process is conducted. For further information regarding the HPZ Review Process, contact Michael Taku at 520-837-4963.

### **Properties in National Register Historic Districts Outside of Historic Preservation Zones:**

Demolitions of contributing historic structures, and non-contributing structures 50 years old or older, located in National Register Historic Districts outside of HPZs are subject to review by Historic Preservation Staff. In both instances, submission of architectural documentation is required before issuance of a demolition permit (see City of Tucson Ordinance No.10776). Contributing historic structures require *Full Architectural Documentation* (refer to checklist). Non-contributing structures 50 years old or older require *Minor Architectural Documentation* (refer to checklist). Demolition permits may be issued after receiving written approval from Historic Preservation Staff. For further information contact Jonathan Mabry at 520-837-6968.

### **Properties 50 Years of age and Older and Outside of National Register Historic Districts:**

Properties 50 years of age or older within Tucson city limits but outside of designated local HPZs and National Register Historic Districts require at least *Minor Architectural Documentation* to be included with the application; structures listed, or eligible for listing, in the National Register of Historic Places require *Full Architectural Documentation* (refer to checklists). For further information contact Jonathan Mabry at 520-837-6968.

### **PROCESS STEPS:**

1. **Obtain Compliance Review and permit activity number from the Planning and Development Services Department (PDSD):**

1<sup>st</sup> Floor Zoning Compliance Review• 201 N. Stone Avenue, Public Works Bldg • Tucson, AZ 85701

2. **Office of Integrated Planning, Historic Preservation Program Review and Ward Office Notification:**  
Jonathan Mabry – Historic Preservation Officer• [jonathan.mabry@tucsonaz.gov](mailto:jonathan.mabry@tucsonaz.gov) • Phone: (520) 837-6968

(NOTE: For fastest review, submit a PDF file with Architectural Documentation by email to [jonathan.mabry@tucsonaz.gov](mailto:jonathan.mabry@tucsonaz.gov))

3. **Return to PDSD to complete the permitting process**

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Planning & Development Services Department (PDSD) - 201 N. Stone Avenue  
P.O. Box 27210 - Tucson, AZ 85726-7210

Telephone: (520) 791-5550 - Fax: (520) 791-5852

Website: [www.tucsonaz.gov/pdsd](http://www.tucsonaz.gov/pdsd)

EMAIL: [DSD\\_ZONING\\_ADMINISTRATION@TUCSONAZ.GOV](mailto:DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV)



## Historic Property Demolition Application

Activity #: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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### PROPERTY LOCATION INFORMATION

Property Address: \_\_\_\_\_

Historic District \_\_\_\_\_

Contributing, individually listed, or eligible / Non-Contributing or ineligible \_\_\_\_\_

Architect: \_\_\_\_\_

Builder: \_\_\_\_\_

Plat Name: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Pima County Parcel Number/s: \_\_\_\_\_ Date of Construction: \_\_\_\_\_

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### APPLICANT INFORMATION

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_ - \_\_\_\_\_. FAX: (     ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_ - \_\_\_\_\_. FAX: (     ) \_\_\_\_\_ - \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

Date

SIGNATURE OF APPLICANT (if not owner) \_\_\_\_\_

Date

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### AREA TO BE DEMOLISHED

SQ. FT. \_\_\_\_\_ Full / Partial Demolition \_\_\_\_\_ Primary / Secondary Structure \_\_\_\_\_

### DESCRIPTION OF PROPOSED DEMOLITION (PORTIONS OF STRUCTURE)

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City of Tucson Planning & Development Services Department

**CHECKLIST FOR DEMOLITION REVIEW APPLICATION**

**MINOR ARCHITECTURAL DOCUMENTATION:**

- ☐ A completed Historic Demolition Application (a blank form is attached to this document). Completely fill in all fields on the nomination application form. The Assessor's No. and the complete Legal Description can be found by contacting the Pima County Recorder's Office (<http://www.asr.pima.gov/>)
- ☐ Pima County Assessor's Map or Record Card or SHPO Form
- ☐ Color labeled photographs showing full exterior views, including all elevations, setting, outbuildings, and details of structural and landscape features, as well as photographs showing the relationship between the building and the nearest adjacent buildings in the Development Zone (high quality photocopies or PDFs acceptable)
- ☐ Reproductions (high quality photocopies acceptable) of historical photographs if available
- ☐ Written approval from City of Tucson Historic Preservation Office **(IF LOCATED OUTSIDE A LOCAL OR NATIONAL HISTORIC DISTRICT)** **See Page 5**
- ☐ Submit Minor Architectural Documentation (NOTE: For fastest review, submit documentation in PDF format by email to [jonathan.mabry@tucsonaz.gov](mailto:jonathan.mabry@tucsonaz.gov))

**FULL ARCHITECTURAL DOCUMENTATION:**

- ☐ A completed Historic Demolition Application (a blank form is attached to this document). Completely fill in all fields on the nomination application form. The Assessor's No. and the complete Legal Description can be found by contacting the Pima County Recorder's Office (<http://www.asr.pima.gov/>)
- ☐ Pima County Assessor's Map or Record Card or SHPO Form
- ☐ Context photo (from the street depicting the Development Zone)
- ☐ Color labeled photographs showing full exterior views including all elevations, setting, outbuildings, interior views, and details of structural and landscape features (high quality photocopies or PDFs acceptable)
- ☐ Reproductions (high quality photocopies or PDFs acceptable) of historical photographs if available
- ☐ Any other documentation pertaining to the construction dates of the subject structure if available
- ☐ Scaled, dimensioned floor plans

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- ☐ General description of construction materials (exterior walls, roofing, windows, porches, carports)
- ☐ A list of significant events or people associated with the subject structure if known
- ☐ Written approval from City of Tucson Historic Preservation Office **(IF LISTED AS A CONTRIBUTING STRUCTURE IN A NATIONAL REGISTER HISTORIC DISTRICT)** **See Page 5**
- ☐ Submit Full Architectural Documentation (NOTE: For fastest review, submit documentation in PDF format by email to [jonathan.mabry@tucsonaz.gov](mailto:jonathan.mabry@tucsonaz.gov))

**ADDITIONAL DOCUMENTATION REQUIRED BY PDSB FOR A DEMOLITION PERMIT:**

- ☐ A dimensioned, scaled demolition plan or survey of the site and the location/placement of all buildings/structures on the site; or, an aerial photograph if there is no existing site plan
- ☐ Signed Confirmation of Notice of Demolition at least 15 days prior to the start of demolition

*For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinances, please contact Michael Taku at 837-4963.*

*By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.*

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**Office of Integrated Planning (OIP) Historic Preservation Office (HPO)  
Review and Approval Form**

The Historic Preservation Office has reviewed the Architectural Documentation for the property located at \_\_\_\_\_ per Ordinance # 10776.

The type of Architectural Documentation required for demolition at this property is:

- ☐ Full Architectural Documentation
- ☐ Minor Architectural Documentation

The Applicant has provided all necessary Architectural Documentation required by Ordinance # 10776 and is approved by the Historic Preservation Office.

Additional documentation may be required by the Planning and Development Services Department (PDSD) prior to issuance of a building permit.

Historic Preservation Officer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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